Table of Contents

Minnesota's Employer Table

One of the hard lessons learned by many States in implementing an automated child support enforcement system is that of keeping track of employers and their addresses, as well as the on-going maintenance of this information. Because companies are so decentralized in this day of computers and telecommunications, finding the address of the office which should receive the appropriate child support documents can be, to say the least, frustrating. Most large corporations have a national corporate office. However, this is usually not the same location where the non-custodial parent actually works. Another location may handle all income withholding orders while yet another office deals with employment verification requests, employee benefits, and other locate correspondence. Legal service of process might be handled by a legal office at yet a different address, and a private payroll company may produce the actual child support checks. All totaled, this could result in six separate addresses for one corporate employer. How, then, does a child support worker manage to pick the correct address to send the appropriate child support paperwork? The State of Minnesota has developed one solution to this dilemma.

In October 1998, Minnesota initiated a massive clean-up of their employer table. This effort resulted in modifications to their automated child support enforcement system, PRISM. These changes allow the system to store up to six different record types for each employer to hold all of the various addresses and other pieces of information about each employer in their system.

PRISM uses the following six record types to hold information about one employer:

Record Type	***Address Information Contained in Record***
01 Record	Corporate office address information
02 Record	Work site/branch address information
03 Record	Address to which income withholding orders are mailed
04 Record	Address from which payments/checks are received
05 Record	Address to which employment verifications are mailed
06 Record	Address to which legal service of process is mailed

Only one of each of the record types may exist for each employer. The exception, of course, is the 02 Record. There may be multiple 02 Records for each employer; each associated with a unique work site or branch office for the employer.

These record types may be viewed through several different screens, including the Employer Detail (EMPD), Employer Detail List (EMDL), Noncustodial Parent Income Detail (NCID), and Custodial Parent Income Detail (CPID) screens. The Employer Detail List screen displays detailed information on an employer and all of the record types that exist on PRISM for that employer. An example of the Employer Detail List screen for the employer "Target Corp" is shown below. Notice the corporate headquarters, the three work sites, the income withholding address record, and the verification location record.

```
07/31/99                     EMPLOYER DETAIL LIST                    10:01AM

COMPANY: TARGET CORP                          PRISM EMPLOYER ID:  0000252334
FEIN:  41-0848441
ACTN:  RECORD TYPE                            SEQ  ALTERNATE NAME AND ADDRESS
____   ________________________               ___  _________________________

__     CORPORATE HEADQUARTERS (01)            001  MINNEAPOLIS MN 55440
__     WORKPLACE (02)                         001  FRIDLEY MN 55432
__     WORKPLACE (02)                         002  BROOKLYN CENTER MN 55430
__     WORKPLACE (02)                         003  SAINT CLOUD MN 56301
__     I/W DESTINATION (03)                   001  BROOKLYN PARK MN 55428
__     VERIFICATION/BENEFITS/LOCATE (05)      001  APPLE VALLY MN 55124
COMPANY ID:  0000252334 TYPE: __
DIRECT COMMAND:                                                       (EMDL)
```

The Employer Detail (EMDE) screen allows the worker to view all of the pertinent detailed information about *one* of the record types (01-06) for an employer. It also allows the worker to enter the PRISM employer ID and get the FEIN (Federal Employer Identification Number) of the employer. In addition, it allows the workers to search for an employer by name or by FEIN. This screen also displays an active/inactive status flag, which if set to inactive, signifies the employer has not been associated with any PRISM case participant for over one year. A case worker may request that an inactive employer be set to active in order to link the employer to a case participant. A sample of the Employer Detail screen displaying the 01 Record type (Corporate) for the "Target Corp." is shown below.

```
07/31/99                         EMPLOYER DETAIL                     10:01AM

EMPLOYER ID:  0000252334 TYPE: 01 CORPORATE HEADQUARTERS         SEQ NBR: 0001
NAME:  TARGET CORP
FEDERAL EIN: 41-0848441
STATE EIN: 0033167000
ALTERNATE NAME:  ____________________________________
ADDRESS:  33 S SIXTH STREET__________________
          PO BOX 1392_______________________
CITY:  MINNEAPOLIS_________  STATE:  MN ZIP: 55440____
TEL: 612-555-5273   EXT:___  FAX: 612-555-1141
TEL: ____________   EXT:___
CONTACT - LASTNAME:  SEIGERS_______   NAME:  FRANK_____   MI: _   TITLE:  ___________
BANKING - ACCOUNT:_________________________   ROUTING: _____________
          ACH: _  (AUTOMATED CLEARING HOUSE)
          HOLD ACH: _
OLD ID-EMPR:  000252334

DIRECT COMMAND:                                                       (EMDL)
```

The employer table can also be accessed from either the Noncustodial Parent Income Detail (NCID) screen or the Custodial Parent Income Detail (CPID) screen. However, on either of these two screens, the worker can only view the Corporate or Work site/branch employer records, as these are the only two records to which case participants can be linked.

During the normal day-to-day child support functions that PRISM handles—sending income withholding, posting payments, sending employer verifications and legal service of process—the system will automatically determine which employer address to use, based on the action that needs to be taken. Income withholding documents will be sent to the 03 Record type (Income Withholding) address if it exists or the 01 Record type (Corporate) address if an 03 Record type does not exist. Employment verifications will be sent to the 05 Record type (Verification) address if it exists, otherwise it will send the verification to the 01 Record type (Corporate) address.

At the time of conversion, Minnesota converted all of their employers that existed in their old system to the new table. Duplicate employers were manually analyzed and verified by workers who ultimately decided which one of the duplicates would remain in the new table. Currently a staff of four workers maintain the employer table, as well as all of the other tables in PRISM. Thus, when a new employer needs to be added to the table, activated, or otherwise modified, a child support worker may send an email form to this group requesting such action. The additions and changes are usually completed on the same day and an email form containing confirmation of the request is returned to the requesting worker. Verification of the employer's information is also completed at that time. Once the employer has been added to the table, the worker adds the employer number to the participant record and the automated wage withholding process is automatically initiated by PRISM. Information on new employers returned from the National Directory of New Hires (NDNH) is automatically added to the employer table and verified as soon as possible.

This new employer table and its maintenance process have been in place for almost a year and are working very well. Employers are cooperating with Minnesota's Child Support Enforcement Office when asked to provide just one address to which wage withholding orders should be sent. Child support workers like it because it takes the guesswork out of choosing the correct address for an employer. The staff who maintains PRISM's tables like it because it is quick, clean, and efficient.

For further information on the employer table or this process, please contact Steve Grabowski (Policy/Functional Analysis) at 651-215-6272 or Leslie Ferrell (Maintenance) at 651-215-5620 or you can fax either of them at 651-297-4450.

Arizona's Automated Wage Withholding Process

Arizona has shown tremendous foresight in reaping the benefits of automation and technology. By pairing their statewide-automated system with the State Directory of New Hires, they have turned many of their new hire hits into automated wage withholdings. This frees the worker to pursue cases with more challenging enforcement and collection situations. Through a series of tests and edits, the automated system filters out those cases requiring manual intervention by case workers. For those cases that meet all of the criteria, automated wage withholding can be prepared and sent within 48 hours, including an automatically calculated payment on arrears, if applicable.

The reporting of new hires to the Arizona State Directory of New Hires (SDNH) currently triggers the automated income withholding process. Automating the use of data from the National Directory of New Hires (NDNH) has been successfully tested by the State and is scheduled for implementation later this year.

In brief, the process is comprised of a series of tests designed to eliminate those cases that are not suitable for the automated process. In the first series of tests, ATLAS (Arizona's IV-D automated system) checks to see if the newly received employer data represents a brand new employer for the non-custodial parent, or if the non-custodial parent has been rehired by a previous employer. Under Arizona law, an employer is required to observe a previously issued order of assignment if the employee is rehired within 90 days and thus, a new withholding order is not required.

In the second step, ATLAS checks to see if good cause is an issue in the case. If not, processing continues to the third step, which checks the status of the case. If the case status is anything other than collection or enforcement, an automatic wage withholding will not be initiated at this time and the new employer information is stored, a worker alert is generated, and the case is dropped from the automated process. The alert, however, ensures the case worker is aware there is new locate information available on the case.

Next, the system checks to see if there is a loss of contact with the custodial parent. If there is no current address for the custodial parent in a non-TANF (Temporary Assistance for Needy Families) case, there is no need to issue a wage withholding order at this time and the automated process stops and a worklist item is sent to the worker. This prompts the worker to initiate a locate request on the custodial parent or initiate case closure. However, in a TANF case, if an arrearage is owed to the State, the worker will review the case and may choose to change the case status to arrears only.

The fourth automated step involves checking to see if the case is local, with an Arizona underlying court order. If it is local, processing continues to the next set of tests. When the case is not local, the system reviews the data to determine if the case is initiating or responding. When the case is initiating, a valid Arizona order must exist and the custodial parent must be a resident of the State of Arizona. If the case is determined to be responding, a valid order from another jurisdiction must exist, and the non-custodial parent must reside within the State of Arizona.

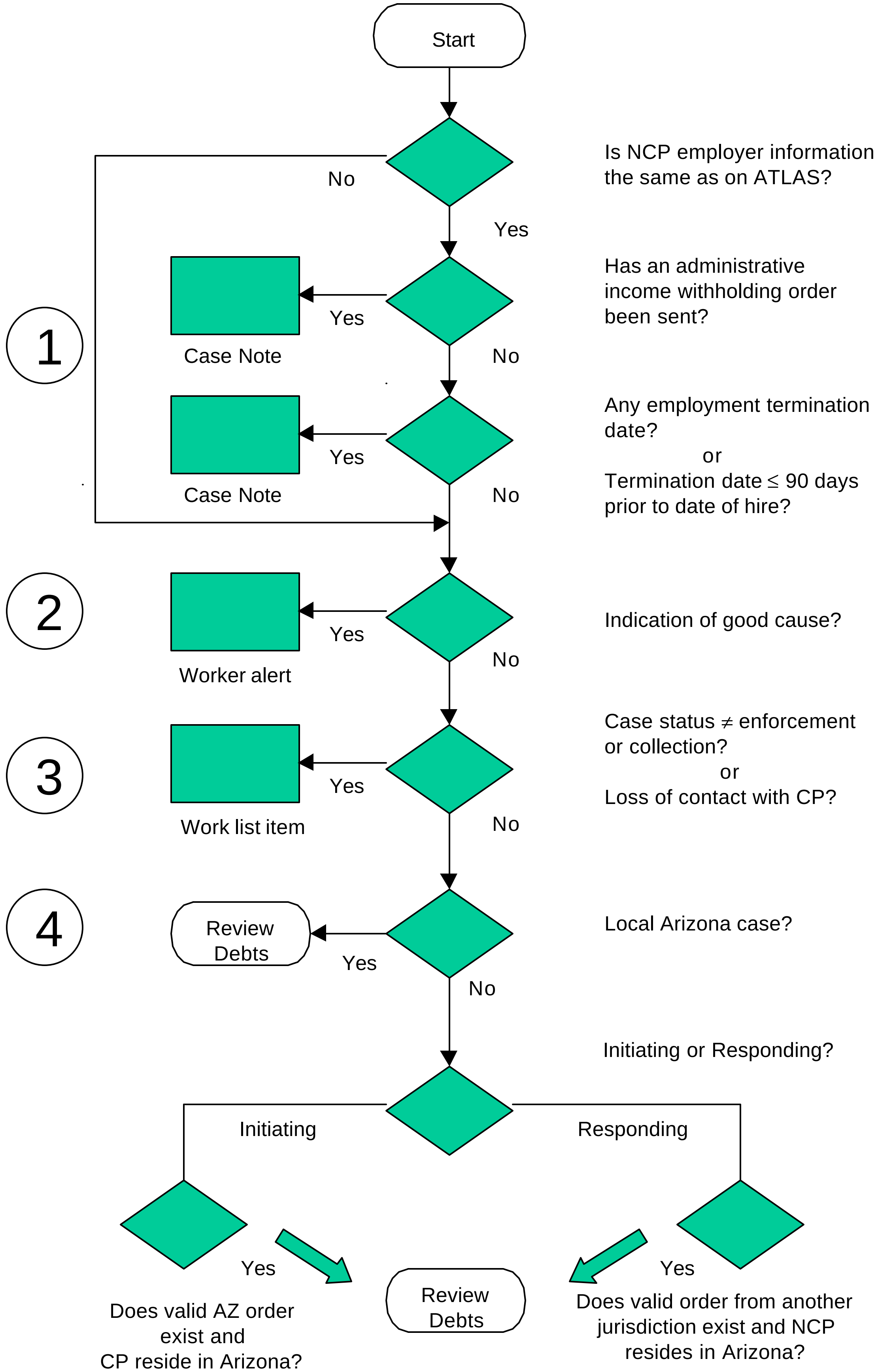
Once court order information has been validated, the fifth set of tests reviews the active debts. The debt obligation must be for current child or spousal support or for a judgment for child or spousal support. Following this, ATLAS then reviews the case payment history.

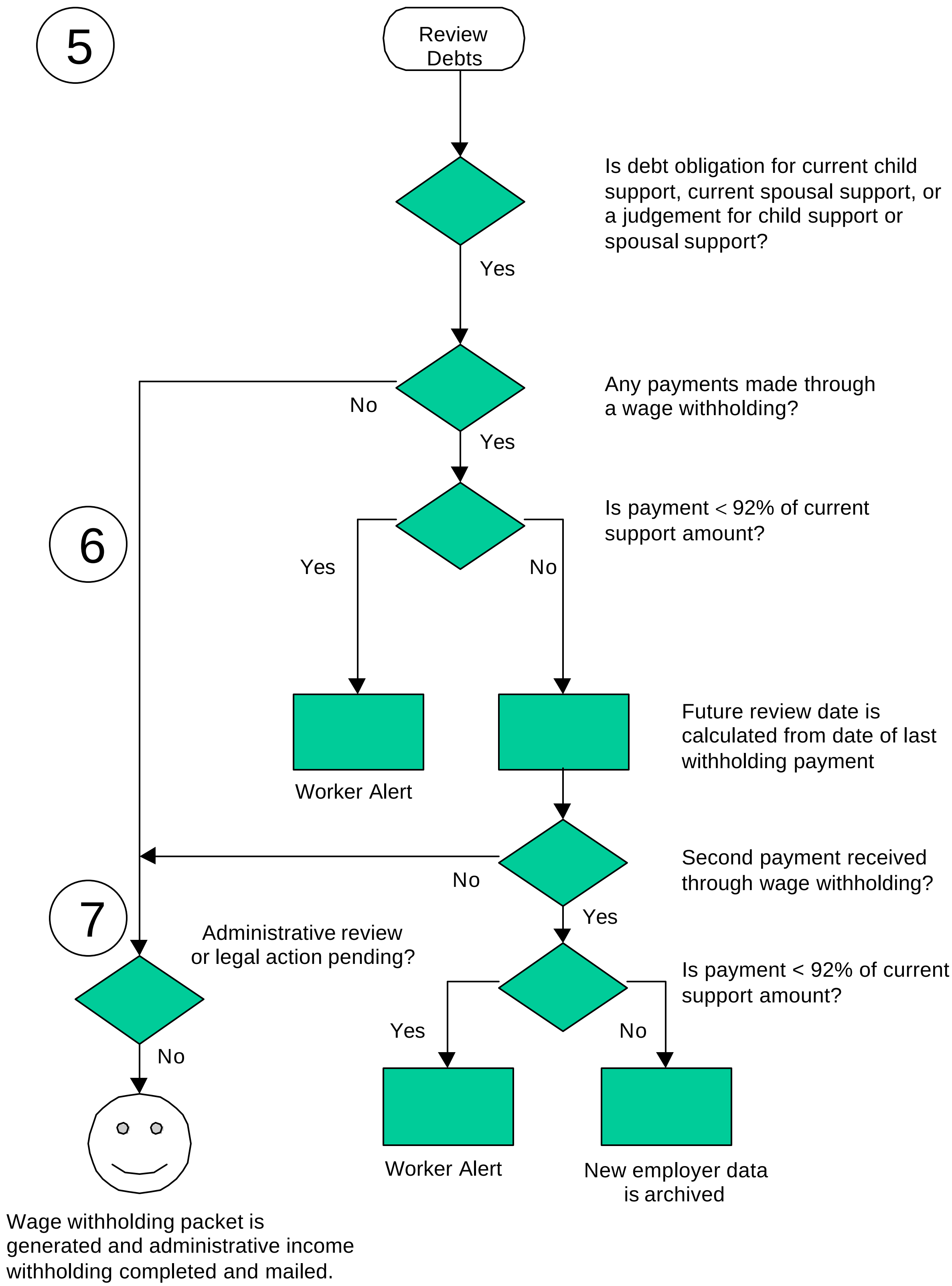
The sixth series of tests is designed to check if payments are currently being made through wage withholding, and if so, does the new employer data represent a new, part-time job for the non-custodial parent. Specifically, when a payment is received via wage withholding which is equal to 92% or more of the total monthly obligation (considered a full payment), a future review date is calculated by the system for an additional 32 days from the date of the most recent wage payment. This delay in processing is important because it ensures that a new income withholding order is not sent to the new employer if the obligor is paying, in full, through a primary employer. If yet another wage payment is received within the designated timeframes that meets the percentage requirements within the review period, the case is considered to be in compliance. In this case, the new employer information is archived, the case is deleted from the pending review process, and a case note is written. However, if no additional payments are received within the timeframe indicated, the case continues through the automated withholding process.

The seventh, and final, test checks to see if an administrative review or legal hearing action is pending for the case. If not, the case meets all of the selection criteria. The federally mandated interstate wage withholding packet is generated through a trigger process and the administrative income withholding is completed and in the mail to the employer within the mandated 48 hour timeframe! Additionally, since Arizona provided for a statutory calculation of an arrears payment proportional to the current order and the amount of any arrearages, ATLAS calculates and includes an additional payment on arrears with the order.

Since this process was implemented on October 1, 1998, over 25,000 automated income withholding orders have been issued. Arizona is extremely proud of this effort. Their work on this project has been acknowledged by their governor through their State's Spirit of Excellence award program, which recognizes quality in state government. The income withholding order project earned the State's highest award—the Governor's Recognition Award.

For further information on Arizona's automated wage withholding, please contact Patrick Harrington at (602) 274-7646.


Start
Is NCP employer information the same as on ATLAS?
No
Yes
Has an administrative income withholding order been sent?
Yes
Case Note
No
Any employment termination date?
or
Termination date ≤ 90 days prior to date of hire?
Yes
Case Note
No
1
Indication of good cause?
Yes
Worker alert
No
2
Case status ≠ enforcement or collection?
or
Loss of contact with CP?
Yes
Work list item
No
3
Local Arizona case?
Review Debts
Yes
No
4
Initiating or Responding?
Initiating
Responding
Does valid AZ order exist and CP reside in Arizona?
Yes
Review Debts
Yes
Does valid order from another jurisdiction exist and NCP resides in Arizona?


5
Review Debts
Is debt obligation for current child support, current spousal support, or a judgement for child support or spousal support?
Yes
Any payments made through a wage withholding?
No
Yes
6
Is payment < 92% of current support amount?
Yes
No
Worker Alert
Future review date is calculated from date of last withholding payment
Second payment received through wage withholding?
No
Yes
7
Administrative review or legal action pending?
Is payment < 92% of current support amount?
Yes
No
No
Worker Alert
New employer data is archived
Wage withholding packet is generated and administrative income withholding completed and mailed.

Washington's FCR Interface Process

As more states receive Federal Case Registry (FCR) data, the question of how to use and handle this data has become more pressing. The article shows how the State of Washington is storing and using FCR data using a screen they created for their Support Enforcement Management Systems (SEMS).

SEMS FCR Record

An FCR record exists on Washington's automated child support enforcement system called SEMS, for each individual who has been sent to the FCR. The FCR record is created when the FCR response (accepted, accepted as unverified, pending or rejected) is received. If for some reason the FCR does not receive a SEMS request to register the individual, SEMS will not have an FCR record. SEMS will trigger generation of a new request to register the individual the following week.

If the individual is accepted, the data used by the FCR to register the individual (name, Social Security number, date of birth, Family Violence status) is stored on the SEMS FCR record. The associated Washington case(s) registered are added to the SEMS FCR record, with their case type, order status, and the individual's relationship. Also, any cases in other States associated to the individual are added to the SEMS FCR record, when the individual is a noncustodial (absent) parent (NP) or putative father (PF).

SEMS FCR Screen

```
Case Registry                                     02/08/99  11:04:40
12345670           SEMS Name: DOE, JOHN JEFFERSON SEMS-193

Federal
                             FCR Name: DOE, JOHN JEFFERSON
Birth Date: 06/25/59    SOCIAL SECURITY NUMBER:   460-21-0713 Verified as submitted
FCR Status: Accepted                  Last Modified: 11/18/98
Attempt Count:     1                  Error Code:
Locate Status: LR                                  Locate Status Date:  02/08/1999
Query Status:                              Query Status Date:

Wash. Data on FCR:  FV: 0     Other State's Data on FCR:  FV: 0
IV-D   REL ORD TYPE        ST  CASE ID       FIP       REL  ORD  TYPE    REQ DATE
654321  NP   Y   F           ID 067889        16-000     NP   Y      F     02-03-199
1234567 NP   Y   F           PA 178623-A      42-013     PF N      F    11-18-1998
```

The SEMS FCR Screen displays the data from the individual's FCR record. Caseworkers use this screen to review the individual's status on the FCR and obtain information that may assist in locating the individual. Caseworkers also use this screen to generate the FCR transactions used to initiate and terminate FPLS locate requests and send FCR queries. Locate and query actions are initiated by entering a code in the Locate Status or Query Status field and transmitting the screen. Caseworkers also generate the CSENet CSI (Case Information) Transaction on matched cases from other States from this screen. The CSI transaction is initiated by highlighting the other State's case information and transmitting the screen.

Adding Individuals/Cases to the FCR

Each week, a program searches the SEMS database for individuals that are not registered on the FCR. If an individual does not have an FCR record, and the individual has the minimum data requirements required by the FCR (name and date of birth or Social Security number), an "Add a Person to the FCR" record is generated. An "Add a Case to the FCR" record is also generated for any of the individual's unregistered associated cases.

If the individual has been rejected previously by the FCR, new or changed data may result in the individual being registered. The critical data elements in this SEMS process are name, Social Security number, date of birth, place of birth, mother's name, and father's name. A program compares the rejected individual's data on SEMS to the data in the individual's temporary reject file (see below). If there is a change in any of the elements (e.g., a new Social Security number for the individual is obtained), an "Add a Person to the FCR" record is generated. An "Add a Case to the FCR" record is also generated for any of the individual's unregistered associated cases.

Rejected Individuals

If the individual is rejected, the name, Social Security number and reason for rejection is added to the SEMS FCR record. This information, which displays on the FCR screen, allows staff to make corrections to data or find new data for the individual to facilitate FCR registration. The other data sent to the FCR for the rejected individual is saved and stored in a temporary reject file. The data in the reject file is used to determine when a new attempt can be made to register the individual. The data in the reject file is deleted when the individual is successfully registered on the FCR.

Accepted Unverified Individuals

It is possible for an individual to be accepted by the FCR, but be "unverified". This occurs when the submitted SSN is not valid for the submitted name, and the Social Security Administration is not able to determine the correct name/SSN combination. Since matching with the FCR and NDNH is not done on unverified individuals, it is necessary to continue attempts to register these individuals on the FCR.

An accepted, unverified individual is generally treated like a rejected individual by SEMS. This data is compared to data in the reject file, and if data has been changed or added to SEMS, an attempt is made to register the individual on the FCR. If the new/changed data is a name, date of birth or Social Security number, a "Change a Person on the FCR" record is generated and is used to send new data to the FCR. When the new data is the place of birth, mother's name, or father's name, the individual must be deleted and added back with the new data. The reason for this is the FCR will not allow these data elements to be changed when a person has a record on the FCR. In this situation, a "Delete a Person From a Case" record is generated to delete the individual, then an "Add a Person to the FCR" is generated to add the individual. Both records can be sent in the same batch of transactions.

Changes to Individuals/Cases Registered on the FCR

Changes in certain data elements on registered individuals and cases need to be reported to the FCR. For the individual, the data elements are participant type (NP or PF) and Family Violence. For the case, the data elements are order indicator and case type. Each week, a program compares these elements on the SEMS FCR record to the data on SEMS. If data on the individual has changed, a "Change a Person on the FCR" record is generated. If data on the case has changed, a "Change a Case on the FCR" record is generated. If a case is closed on SEMS and there is no support obligation (the case does not change to
non IV-D) a "Delete a Case From the FCR" record is generated.

Matches with the FCR Case Data

Proactive matches with FCR case data are added to the individual's SEMS FCR records for non-custodial parents only. Data added to the record are the other State's FIPS Code, IV-D case number, case type, order status, and the date the other State's case was added to the FCR. Matches received in response to an FCR query generated by the caseworker are automatically added to the individual's SEMS FCR record, regardless of the individual's case relationship.

Worker Alerts

Due to the high volume of worker alerts, Washington is not providing worker alerts for proactive FCR matches. Based on worker requests they are rethinking this decision.

State Contact

For additional information, please contact Carl Tiller, SEMS Operations at 360-664-5397 or email: ctiller@dshs.wa.gov.

Virginia's NDNH Screens

The Commonwealth of Virginia, in it's continuing efforts to provide the end user's of APECS a system that is responsive to their needs, has introduced a series of new screens to handle National Directory of New Hire (NDNH) data. These new screens give the worker the ability to quickly see an overview of a person's NDNH history (W4, Quarterly Wage, and Unemployment Insurance). The NDNH information will continue to be added to the person's Participant Event History along with the notes and the NDNH related worklists which will continue to be generated. The new screens simply offer another access point to view the NDNH data, in a way that consolidates the information.

All NDNH data is being added to the new NDNH tables, for both NCPs and CPs, as well as previously filtered out "older dated" QW and UI records. This allows the new NDNH screens access to the complete NDNH history for a person.

The same data a worker sees on the NDNH event notes is displayed in this series of new screens, except for the NCP's address. The NCP's address (from the W4 and UI records) is not being added to the new NDNH tables. Only the employer, employment data, and UI data are being added to the new tables.

Here's a brief summary of each screen:

Screen **AATMNC,** NDNH Response Database Inquiry Functions Sub-Menu lists four options.

Option 1 - Participant Overview
Option 2 - Participant W4-Emploment Data
Option 3 - Participant UI Benefits
Option 4 - List by Worker and Arrears Amount

```
AATMNC    HQDISDL3                A P E C S                   WELXXX
MM/DD/YY  HH:MM:SS         NDNH RESPONSE DATABASE
INQUIRY FUNCTIONS SUB-MENU
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
--------------------------------------------------------------------------------

01 - PARTICIPANT OVERVIEW               07 - NON FUNCTIONAL - FOR FUTURE USE

02 - PARTICIPANT EMPLOYER DATA          08 - NON FUNCTIONAL - FOR FUTURE USE

03 - PARTICIPANT UI BENEFITS            09 - NON FUNCTIONAL - FOR FUTURE USE

04 - LIST BY WRKR AND ARREARS AMT       10 - NON FUNCTIONAL - FOR FUTURE USE

05 - NON FUNCTIONAL - FOR FUTURE USE

06 - NON FUNCTIONAL - FOR FUTURE USE

ENTER SELECTION __      ENTER MPI #  __

PF1-HELP           PF3-PREV SCREEN        PF4-SUB MENU      PF12-MAIN MENU
```

Screen **AATFNI,** Federal Case Registry (NDNH) is the NDNH Overview screen for a participant. It provides a quick view of W4, QW, or UI data sent from the NDNH for the Master Participant Index number. The data is displayed in "most recent" date order. If there is more information than can be displayed on this screen for each NDNH data type, you can view the additional lines of data by selecting a specific section number to view. Each NDNH data type has its own section number. Section 01 is for W4 data. Section 02 is for QW data. Section 03 is for UI data.

```
AATFN1     HQDISDL3             A P E C S                          WELXXX
MM/DD/YY   HH:MM:SS     FEDERAL CASE REGISTRY(NDNH)
             W-4 EMPLMT - QTR. WAGE - UI BENEFITS
PARTICIPANT ID: XXXXXXXXXX         SSN: XXX-XX-XXXX      BIRTH DT: XXXX-XX-XX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
01 : W4-EMPLOYMENT DATA ---------------------------------------------------------
EMPLOYER-NAME      HIRE-DT   FEIN         CITY                     STATE  ZIP
XXXXXXXXXXXXXXXXX  XX-XX-XX  XX-XXXXXXX  XXXXXXXXXXXXXXXXXXXXXXX   XX    XXXXX
XXXXXXXXXXXXXXXXX  XX-XX-XX  XX-XXXXXXX  XXXXXXXXXXXXXXXXXXXXXXX   XX    XXXXX
XXXXXXXXXXXXXXXXX  XX-XX-XX  XX-XXXXXXX  XXXXXXXXXXXXXXXXXXXXXXX   XX    XXXXX
02 : QUARTERLY WAGE DATA --------------------------------------------------------
WAGE-QTR  FEIN        WAGE-AMT  RPTG-ST  ADDITNL-SSN  S-IND  DOD  LOC-RESP
XXXX  X   XX-XXXXXXX  XXXXXXXX    XX     XXX-XX-XXXX    X     X      XX
XXXX  X   XX-XXXXXXX  XXXXXXXX    XX     XXX-XX-XXXX    X     X      XX
XXXX  X   XX-XXXXXXX  XXXXXXXX    XX     XXX-XX-XXXX    X     X      XX
XXXX  X   XX-XXXXXXX  XXXXXXXX    XX     XXX-XX-XXXX    X     X      XX
03 : UI BENEFITS DATA -----------------------------------------------------------
BFIT-QTR  BFIT-AMT   RPTG-ST   ADDITNL-SSN  LOC-RESP  PARTICIPANT NAME
XXXX X    XXXXXXXX     XX      XXX-XX-XXXX     XX     XXXXXXXXXXXXXXXXXXXXXXXXX
XXXX X    XXXXXXXX     XX      XXX-XX-XXXX     XX     XXXXXXXXXXXXXXXXXXXXXXXXX
               FOR MORE DETAIL - ENTER SELECTION #: __

                             PF9 CONTINUE
```

Screen **AATFN2,** Federal Case Registry (NDNH) is the Participant's W4-Employment Data screen. Each W4 record for the Master Participant Index number is listed. To see the employer's full address information and all the person's QW records associated with that employer, the worker enters the line number of the specific employer and presses <ENTER>.

```
AATFN2    HQDISDL3                A P E C S                        WELXXX
MM/DD/YY  HH:MM:SS        FEDERAL CASE REGISTRY(NDNH)
               PARTICIPANTS W4-EMPLOYMENT DATA
PARTICIPANT ID: XXXXXXXXXX       SSN: XXX-XX-XXXX       BIRTH DT: XXXX/XX/XX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
--------------------------------------------------------------------------------
EMPLOYER/EMPLOYEE NAME    HIRE DT   FEIN        CITY                  STATE
------------------------  --------  ----------  --------------------  -----
XX XXXXXXXXXXXXXXXXXXXXXXXX  XX-XX-XX  XX-XXXXXXX  XXXXXXXXXXXXXXXXXXXX   XX
XXXXXXXXXXX,XXXXXXXXX
XX XXXXXXXXXXXXXXXXXXXXXXXX  XX-XX-XX  XX-XXXXXXX  XXXXXXXXXXXXXXXXXXXX   XX
XXXXXXXXXXX,XXXXXXXXX
XX XXXXXXXXXXXXXXXXXXXXXXXX  XX-XX-XX  XX-XXXXXXX  XXXXXXXXXXXXXXXXXXXX   XX
XXXXXXXXXXX,XXXXXXXXX
XX XXXXXXXXXXXXXXXXXXXXXXXX  XX-XX-XX  XX-XXXXXXX  XXXXXXXXXXXXXXXXXXXX   XX
XXXXXXXXXXX,XXXXXXXXX
XX XXXXXXXXXXXXXXXXXXXXXXXX  XX-XX-XX  XX-XXXXXXX  XXXXXXXXXXXXXXXXXXXX   XX
XXXXXXXXXXX,XXXXXXXXX
XX XXXXXXXXXXXXXXXXXXXXXXXX  XX-XX-XX  XX-XXXXXXX  XXXXXXXXXXXXXXXXXXXX   XX
XXXXXXXXXXX,XXXXXXXXX
                     ENTER LINE # TO SELECT EMPLOYER: XX
                            ENTER - CONTINUE
```

Screen **AATFN3,** Federal Case Registry (NDNH) is the Participant's QW Employer Data screen. The employer's full address and each reported QW for that FEIN number are listed. If a W4 has been received, then just the employer's information is available, as QW records have yet to be reported to the NDNH.

```
AATFN3    HQDISDL3                A P E C S                        WELXXX
MM/DD/YY  HH:MM:SS        FEDERAL CASE REGISTRY(NDNH)
              PARTICIPANTS QW EMPLOYER DATA
PARTICIPANT ID: XXXXXXXXXX       SSN: XXX-XX-XXXX        BIRTH DT: XXXX-XX-XX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
-------------------------------------------------------------------------------
EMPLOYER:  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX FEIN : XXXXXXXXXX  CC: XX
ADDRESS :  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX CITY : XXXXXXXXXXXXXXXXXXXX
     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX STATE: XX  ZIP: XXXXX-XXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
ALTERNATE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX CITY : XXXXXXXXXXXXXXXXXXXX
ADDRESS  : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX STATE: XX  ZIP: XXXXX-XXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
        WAGE-QTR   WAGE-AMT   RPTG-ST   DOD   ADDITNL-SSN   S-IND   LOC-RESP
--------   --------   -------   ---   -----------   -----   --------
XXXX  X    XXXXXXXX     XX       X    XXX-XX-XXXX     X        XX
XXXX  X    XXXXXXXX     XX       X    XXX-XX-XXXX     X        XX
XXXX  X    XXXXXXXX     XX       X    XXX-XX-XXXX     X        XX
XXXX  X    XXXXXXXX     XX       X    XXX-XX-XXXX     X        XX
XXXX  X    XXXXXXXX     XX       X    XXX-XX-XXXX     X        XX
XXXX  X    XXXXXXXX     XX       X    XXX-XX-XXXX     X        XX

                            PF9-CONTINUE
```

Screen **AATFN4,** Federal Case Registry (NDNH) is the Participant's UI Benefits screen. Each UI benefit quarter and amount per reporting state are listed.

```
AATFN4    HQDISDL3                A P E C S                       WELXXX
MM/DD/YY  HH:MM:SS        FEDERAL CASE REGISTRY(NDNH)
                PARTICIPANTS UI BENEFITS
PARTICIPANT ID: XXXXXXXXXX       SSN: XXX-XX-XXXX       BIRTH DT: XXXX-XX-XX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
------------------------------------------------------------------------------
BFIT-QTR  BFIT-AMT  RPTG-ST  ADDITNL-SSN  S-IND  LOC-RESP  PARTICIPANT NAME
--------  --------  -------  -----------  -----  --------  ------------------
XXXX X    XXXXXXXX  XX       XXX-XX-XXXX  X      XX        XXXXXXXXXXXXXXXXXX
XXXX X    XXXXXXXX  XX       XXX-XX-XXXX  X      XX        XXXXXXXXXXXXXXXXXX
XXXX X    XXXXXXXX  XX       XXX-XX-XXXX  X      XX        XXXXXXXXXXXXXXXXXX
XXXX X    XXXXXXXX  XX       XXX-XX-XXXX  X      XX        XXXXXXXXXXXXXXXXXX
XXXX X    XXXXXXXX  XX       XXX-XX-XXXX  X      XX        XXXXXXXXXXXXXXXXXX
XXXX X    XXXXXXXX  XX       XXX-XX-XXXX  X      XX        XXXXXXXXXXXXXXXXXX
XXXX X    XXXXXXXX  XX       XXX-XX-XXXX  X      XX        XXXXXXXXXXXXXXXXXX
XXXX X    XXXXXXXX  XX       XXX-XX-XXXX  X      XX        XXXXXXXXXXXXXXXXXX
XXXX X    XXXXXXXX  XX       XXX-XX-XXXX  X      XX        XXXXXXXXXXXXXXXXXX
XXXX X    XXXXXXXX  XX       XXX-XX-XXXX  X      XX        XXXXXXXXXXXXXXXXXX
XXXX X    XXXXXXXX  XX       XXX-XX-XXXX  X      XX        XXXXXXXXXXXXXXXXXX
XXXX X    XXXXXXXX  XX       XXX-XX-XXXX  X      XX        XXXXXXXXXXXXXXXXXX
XXXX X    XXXXXXXX  XX       XXX-XX-XXXX  X      XX        XXXXXXXXXXXXXXXXXX

                           PF9-CONTINUE
```

Screen **AATFN5,** Federal Case Registry (NDNH) provides a listing by worker of NCPs with NDNH data, in descending arrearage amounts.

```
AATFN5    HQDISDL3                A P E C S                       WELXXX
MM/DD/YY  HH:MM:SS        FEDERAL CASE REGISTRY(NDNH)
             LIST BY WORKER AND ARREARS AMT
                   WORKER ID: XXXXXXXXXX
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
---------------------------------------------------------------------------------
       LAST NAME         FIRST NAME MI   MPI #    ARREARS AMT
================= ========== =  ========== ===========
01 - HOLIDAY           DOC           1234567890 $99,999,999
02 - PUBLIC            JOHN       Q  1234567891 $99,999,999
03 - PUFF              DADDY         1234567892 $99,999,999


          ENTER LINE NUMBER TO SELECT PARTICIPANT ___

                       ENTER-CONTINUE
```

Screen **AATFN6,** Federal Case Registry (NDNH) is the Participant Quarterly Wage Data screen. Each reported QW for the Master Participant Index number is listed.

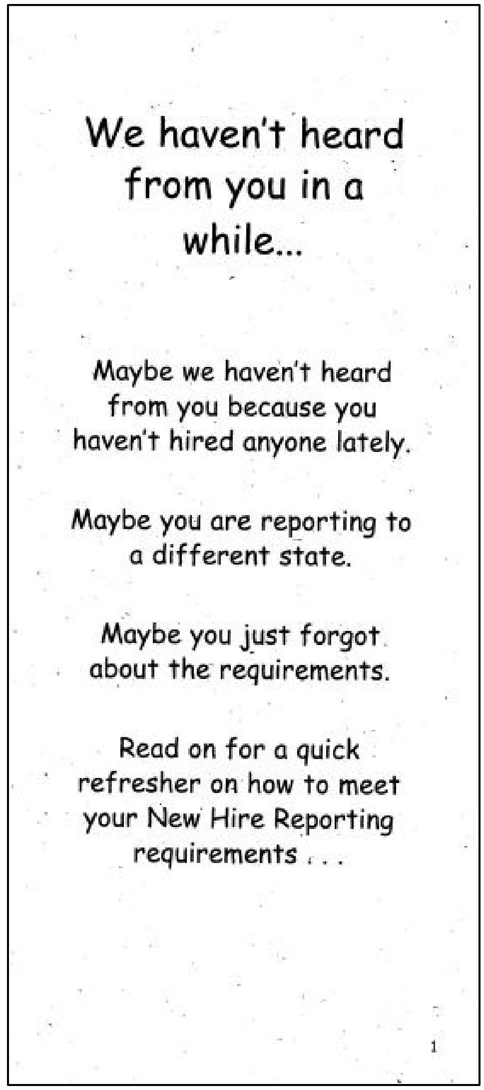
```
AATFN6    HQDISDL3              A P E C S                       WELXXX
MM/DD/YY  HH:MM:SS        FEDERAL CASE REGISTRY(NDNH)
             PARTICIPANT QUARTERLY WAGE DATA
PARTICIPANT ID: XXXXXXXXXX       SSN: XXX-XX-XXXX        BIRTH DT: XXXX-XX-XX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
     ------------------------------------------------------------------------------------
       WAGE-QTR  FEIN       WAGE-AMT  RPTG-ST  DOD   ADDITNL-SSN  S-IND LOC-RESP
     --------  ---------- --------  -------  ---   -----------  ----- -------
XX   XXXX  X   XX-XXXXXXX XXXXXXXX    XX       X    XXX-XX-XXXX    X       XX
XX   XXXX  X   XX-XXXXXXX XXXXXXXX    XX       X    XXX-XX-XXXX    X       XX
XX   XXXX  X   XX-XXXXXXX XXXXXXXX    XX       X    XXX-XX-XXXX    X       XX
XX   XXXX  X   XX-XXXXXXX XXXXXXXX    XX       X    XXX-XX-XXXX    X       XX
XX   XXXX  X   XX-XXXXXXX XXXXXXXX    XX       X    XXX-XX-XXXX    X       XX
XX   XXXX  X   XX-XXXXXXX XXXXXXXX    XX       X    XXX-XX-XXXX    X       XX
XX   XXXX  X   XX-XXXXXXX XXXXXXXX    XX       X    XXX-XX-XXXX    X       XX
XX   XXXX  X   XX-XXXXXXX XXXXXXXX    XX       X    XXX-XX-XXXX    X       XX
XX   XXXX  X   XX-XXXXXXX XXXXXXXX    XX       X    XXX-XX-XXXX    X       XX
XX   XXXX  X   XX-XXXXXXX XXXXXXXX    XX       X    XXX-XX-XXXX    X       XX
XX   XXXX  X   XX-XXXXXXX XXXXXXXX    XX       X    XXX-XX-XXXX    X       XX
XX   XXXX  X   XX-XXXXXXX XXXXXXXX    XX       X    XXX-XX-XXXX    X       XX
                     ENTER LINE # TO SELECT PARTICIPANT __

                             ENTER-CONTINUE
```

For more information on Virginia's NDNH screens, please contact Deborah Harper at (804) 692-1538 or dlh900@dcse.dss.state.va.us.

Minnesota's New Hire Compliance Procedure

Identifying and Engaging Employers in New Hire Reporting

One of the biggest challenges that New Hire Reporting has presented to States is identifying non-participating employers and encouraging their compliance with reporting requirements. In Minnesota, the Child Support Enforcement Division (CSED) uses a file of employers maintained by another department to identify those employers not participating in new hire reporting, and engages in positive outreach and education to encourage greater employer compliance.



We haven't heard from you in a while...

Maybe we haven't heard from you because you haven't hired anyone lately.

Maybe you are reporting to a different state.

Maybe you just forgot about the requirements.

Read on for a quick refresher on how to meet your New Hire Reporting requirements . . .

1

CSED's approach was to match all known, registered employers with those employers who had reported new hires within the last six months. Minnesota's Department of Revenue (DOR) maintains a file of all Minnesota employers, including non-profit organizations and small businesses, while the New Hire Reporting Center (NHRC) retains six months of employment records. NHRC obtained DOR's text file and converted it into an ACCESS database. Then the Federal Employer Identification Number (FEIN) of the registered employers was compared with the FEIN of those that had submitted a new hire report to the NHRC in the previous six months. The remaining list of employers then needed to be examined further.

Since multistate employers have the option of reporting all their new hires to only one of the States in which they do business, CSED filtered out those employers that report to a State other than Minnesota. To accomplish this, the list of non-reporting employers was manually compared with the list provided by the Federal Office of Child Support Enforcement (OCSE) of "multistate" employers that report their new hires to another State, a process which took about three hours. The final, filtered list showed that, of the 150,033 employers registered with the DOR, approximately 87,000 had not made a report to the NHRC in the previous six months. Minnesota notes that this number included some employers that may not have hired a new employee within the previous six months.

Working under the assumption that non-reporting is a result of such circumstances, or is inadvertent, CSED developed and mailed a brochure that "gently" reminds employers of the new hire reporting requirement and educates them on the reporting process. (Portions of the brochure are displayed in the text boxes.) CSED contracted at the lowest possible cost to have the

A Friendly Reminder. . .

Failure to report a new employee could result in a fine of up to $500.

New-hire reporting has proven to be an effective means of increasing child support collections, lowering public assistance costs, and reducing fraudulent unemployment and worker's compensation payments.

If you have any questions about reporting new hires, complying with this law, or if you are reporting to another state, please contact the numbers listed above.

If you ask, we will give you this information in another form, such as Braille, large print, or audiotape.

addresses printed and mailed at a bulk rate cost of $.21 per brochure. The total cost of three mailings to date is $7,350.

Since CSED was not sure how large the response from employers would be, the mailing of the reminders was staggered; the first month 5,000 brochures were mailed, followed by 10,000 the next month, and 20,000 two months later. As a result of these mailings, 774 employers are participating in new hire reporting for the first time and over 3,000 new employees have been added to the NHRC database. CSED believes that most of these newly reporting employers are small employers who may not have known about the new reporting law. Furthermore, while some employers have no new employees to report, many have asked for more information to use in the event they do hire new employees.

In addition to the brochure, Minnesota also offers multiple ways for the employer to contact the NHRC if they have questions or need additional information. Minnesota's CSED has taken proactive steps to identify employers who are not complying with new hire reporting, and has worked to design programs that maintain a positive relationship with them. By detecting non-compliant employers in innovative ways, CSED has sent a message that employer participation in child support is enforceable. By engaging employers positively, Minnesota's CSED has not only encouraged their participation in new hire reporting, but also in other important child support activities, such as income withholding. A little extra work in employer compliance ensures that more non-custodial parents can be found, more child support collected, and that children can attain the financial support they deserve.

How to Comply:

Employers can submit these reports by any of the following methods:

- *Electronic Reporting.* If you have a computer and a modem, call the Center for the dial-up procedure.
- *Pre-formatted Diskette.* Call the Center and request a copy of the diskette.
- *Diskette.* Call the Center for the format.
- *Magnetic tape.* Call the Center for the format.
- *Printed List.* Fax or mail a printed list with the required information.
- *W-4 form.* After a new hire completes this Federal form, fill in the required employer information on lines eight and ten. Fax or mail a copy of the W-4 form to us.
- *New Hire Form.* Fax or mail the completed form to us. Call the Center for a copy of the form.
- *Payroll Service.* If you use a payroll or accounting service, consider asking the service to report your new hires for you.

For more information on Minnesota's New Hire Compliance Program, please contact Kay Dunkelberger, Supervisor of Operations at 651-297-4267 or kay.dunkelberger@state.mn.us.